

SUPPLEMENTAL JOB DESCRIPTION

Classification: ADMINISTRATOR III

Function Code: 0072-081

Position Title: Director, Safety Division

Date Established: 08-15-88

Position Number: 14365

Date of Last Amendment: 8/09/04

SCOPE OF WORK: To administer the Commission's Safety Program including the enforcement of the Pipeline Safety regulations, as it applies to gas utilities and liquid propane operators and the State's Underground Damage Prevention Law (DigSafe), investigation of electric safety accidents and participation in homeland security activities.

ACCOUNTABILITIES:

- Supervises and provides training for professional and technical staff in the enforcement of the Pipeline Safety regulations.
- Provides recommendations and technical expertise to the Commission related to safety regulations.
- Manages the Underground Utility Damage Prevention System (DigSafe Program) which includes conducting educational programs and informational seminars to increase awareness of pipeline safety and DigSafe laws.
- Coordinates Homeland Security related activities with the Bureau of Emergency Management and the Advisory Council on Emergency Preparedness and Security and leads the Commission's Security Team.
- Communicates Commission policies to public utility officials, legislators, state and local officials, press, and the public.
- Testifies before the legislature on safety matters, prepares addresses and lectures to regional and national association meetings and institutes, and serves on national staff sub-committees from time to time.
- Conducts informal hearings with excavators to resolve probable non-compliance with gas safety regulations.
- Confers with other agency administrators on administrative matters and agency policies and procedures.

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- Prepares, presents, and defends written testimony in adjudicatory hearings when required.
- Develops and monitors operational activities for efficient and effective allocations of Federal/State funds by evaluating programs, implementing legislative changes as necessary, and projecting budget expenditures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in engineering, business administration, science, management or homeland security.

Experience: Seven years' experience in the area of pipeline safety technology, enforcement applications, administrative procedures, security, utility reliability and operations, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in engineering, business administration, science, management or homeland security.

Experience: Eight years' experience in the area of pipeline safety technology, enforcement applications, administrative procedures, security, utility reliability and operations, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

SPECIAL REQUIREMENTS:

Candidate must complete all Transportation Safety Institute (TSI) required courses within a period of three years from the start of employment in the pipeline safety program.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

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SIGNATURES:

The above is an accurate reflection of the duties of my position.

_____	_____
Employee's Name and Signature	Date Reviewed

Supervisor's Name and Title: Debra A. Howland, Executive Director and Secretary

The above job description accurately measures this employee's job duties.

_____	_____
Supervisor's Signature	Date Reviewed

_____	_____
Division of Personnel	Date Approved